



FEDERAL TRANSIT ADMINISTRATION

# TEAM REPORTING INSTRUCTIONS

FTA REGION 10  
OFFICE OF PROGRAM MANAGEMENT  
AND OVERSIGHT

October 2012

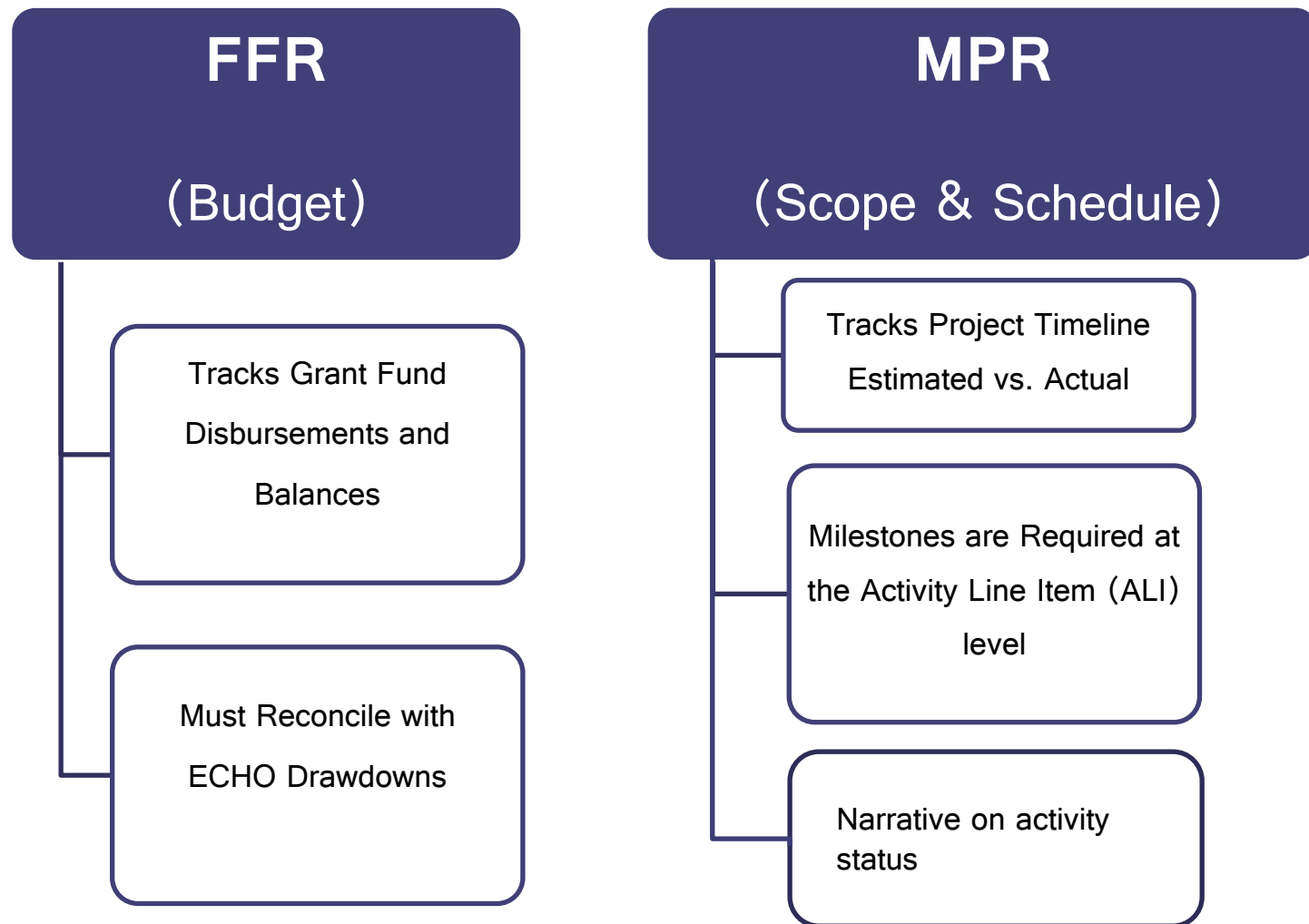


U.S. Department of Transportation  
Federal Transit Administration

# Reporting Requirement

- Per [FTA Circular 5010.1D, Chapter III](#), FTA grantees are required to submit periodic reports in the FTA's **Transportation Electronic Award Management (TEAM)** system for each active/executed grant.
- A periodic report in TEAM consists of two parts:
  1. **Federal Financial Report (FFR)**
  2. **Milestone/Progress Report (MPR)**

# Tracking Scope, Schedule, Budget in TEAM



# Reporting Frequency Types

- Monthly
- Quarterly
- Annually
- Other (at FTA request)

# Federal Fiscal Periods

## **Federal Fiscal Year:**

- Oct 1 – Sep 30

## **Federal Fiscal Quarters:**

- 1<sup>st</sup> Quarter: Oct 1 – Dec 31
- 2<sup>nd</sup> Quarter: Jan 1 – Mar 31
- 3<sup>rd</sup> Quarter: Apr 1 – Jun 30
- 4<sup>th</sup> Quarter: Jul 31 – Sep 30

# Reporting Frequencies

**IF**

A grantee is located in an area that has  
**over 200,000** in population

**THEN**

The grantee must submit FFR and MPR **Quarterly**  
**for all active, executed grants**  
within 30 days after end of the Federal Fiscal Quarter

## Quarterly Report Due Dates:

- 1<sup>st</sup> Quarter: Oct 1 - Dec 31; reports due **Jan 30**
- 2<sup>nd</sup> Quarter: Jan 1 - Mar 31; reports due **Apr 30**
- 3<sup>rd</sup> Quarter: Apr 1 - Jun 30; reports due **Jul 30**
- 4<sup>th</sup> Quarter: Jul 31 - Sep 30; reports due **Oct 30**

# Reporting Frequencies

**IF**

A grantee is located in an area that has  
**under 200,000** in population

**THEN**

The grantee must submit FFR and MPR **Annually**,  
Within 30 days after end of the Federal Fiscal Year

**EXCEPT**

Any Section 5309 grant that includes construction of a  
facility and all ARRA grants are required to have FFR  
and MPR submitted **Quarterly**.

# Reporting Frequencies

**IF**

The grantee is a State Department of Transportation (DOT)

**THEN**

FFR and MPR must be submitted **Annually**, within 30 days after end of the Federal Fiscal Year

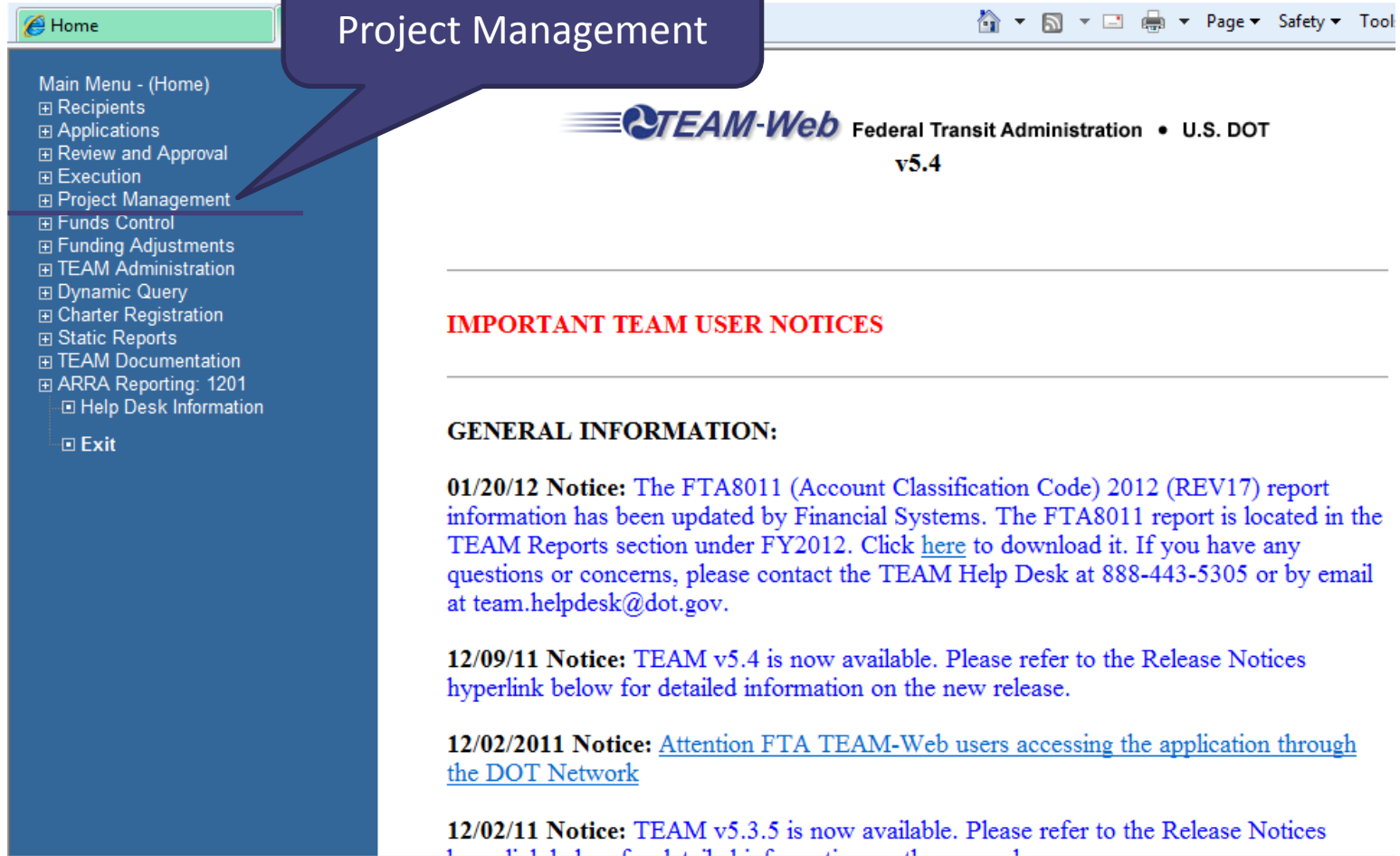
**EXCEPT**

All ARRA grants are required to have FFR and MPR submitted **Quarterly**.



# Getting Started

Click on  
Project Management



Home

Main Menu - (Home)

- ▣ Recipients
- ▣ Applications
- ▣ Review and Approval
- ▣ Execution
- ▣ Project Management
- ▣ Funds Control
- ▣ Funding Adjustments
- ▣ TEAM Administration
- ▣ Dynamic Query
- ▣ Charter Registration
- ▣ Static Reports
- ▣ TEAM Documentation
- ▣ ARRA Reporting: 1201
  - ▣ Help Desk Information
- ▣ Exit

**TEAM-Web** Federal Transit Administration • U.S. DOT  
v5.4

---

**IMPORTANT TEAM USER NOTICES**

---

**GENERAL INFORMATION:**

**01/20/12 Notice:** The FTA8011 (Account Classification Code) 2012 (REV17) report information has been updated by Financial Systems. The FTA8011 report is located in the TEAM Reports section under FY2012. Click [here](#) to download it. If you have any questions or concerns, please contact the TEAM Help Desk at 888-443-5305 or by email at [team.helpdesk@dot.gov](mailto:team.helpdesk@dot.gov).

**12/09/11 Notice:** TEAM v5.4 is now available. Please refer to the Release Notices hyperlink below for detailed information on the new release.

**12/02/2011 Notice:** [Attention FTA TEAM-Web users accessing the application through the DOT Network](#)

**12/02/11 Notice:** TEAM v5.3.5 is now available. Please refer to the Release Notices

# Getting Started

The screenshot shows the TEAM-Web (Production Database) interface in a Windows Internet Explorer browser. The address bar displays the URL: <https://ftateamweb.fta.dot.gov/teamweb/TeamMain.asp?dbname=Prc>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons, including a search icon and a Bing logo. The main content area is divided into a left sidebar and a right pane.

**Step 1. Click on "Project Management"**

The left sidebar contains a "Main Menu - (Home)" section with the following items:

- Recipients
- Applications
  - Create New Project
  - Copy Project
  - Assign Project Number
  - Application Reviewer
  - Submit Application
  - Create Amendment
  - View/Print
- Modify Application
- Review and Approval
- Execution
- Project Management** (highlighted with a red circle)
- Federal Financial Report
  - Milestones/Progress
  - Revise Project Budget
  - Project Funds/Status
  - New CloseOut Process
  - Project Info
- Funds Control
  - Funding Adjustments
  - TEAM Administration
  - Dynamic Query
  - Charter Registration

**Step 2. Enter Your Recipient ID**

The right pane displays the "Query Applications" form. The form includes the following fields:

- Year: Any (dropdown)
- Active/Closed: Active (dropdown)
- Recipient ID: 1728** (text input, highlighted with a red circle)
- Project Number: (text input)
- Amend: Current (dropdown)
- ALI: (text input)
- Project Status: All (dropdown)
- Submit Query (button)

**Step 3. Click on "Submit Query"**

The status bar at the bottom of the browser window indicates "27 record(s) retrieved. Project to select: OR-12-X001-01". The browser's security status is "Trusted sites | Protected Mode: Off".

# Getting Started

TEAM-Web ( Production Database ) - Windows Internet Explorer

https://ftateamweb.fta.dot.gov/teamweb/TeamMain.asp?dbname=Pro Federal Transit Administratio...

File Edit View Favorites Tools Help

Convert Select

Favorites Google Welcome To FTAnet TEAM sign-in notification The Federal Transit Administ... Sign In

TEAM-Web ( Production Database )

Main Menu - (Home)

- Recipients
- Applications
  - Create New Project
  - Copy Project
  - Assign Project Number
  - Application Reviewer
  - Submit Application
  - Create Amendment
  - View/Print
- Modify Application
- Review and Approval
- Execution
- Project Management
  - Federal Financial Report
  - Milestones/Progress
  - Revise Project Budget
  - Project Funds/Status
  - New CloseOut Process
  - Project Info
- Funds Control
- Funding Adjustments
- TEAM Administration
- Dynamic Query
- Charter Registration

**Project Query Results**

Project Number	Description	Rev.
OR-03-0125-01	FY07 5309NS Portland Streetcar Loop Proj	0
OR-03-0126-00	FFGA Milwaukie Light Rail Project	0
OR-04-0033-01	12 5309 BLIV- Construct Admin Bldg	0
OR-04-0037-02	11-12 SGR Purchase 14 Repl Buses	0
OR-04-0040-00	FY11 Section 5309 Veterans Transpor	0
OR-05-0014-02	5309EG Rail Preventive Maintenance	0
OR-12-X001-01		0
OR-26-0004-01		0
OR-26-0005-00		0
OR-26-7001-04		1
OR-26-8002-03		0

**Project Details**

Project Number:	OR-03-0126-00	FY2012	Cost Center:	790-00
Application Type:	Electronic		Submitted:	4/9/2012
Entered:	4/9/2012		Awarded:	5/22/2012
Recip. Contact:	Alison Langton, 503-962-5850		Executed:	5/23/2012
FTA Manager:	Amy Changchien, 206-220-4464		FTA Amount:	\$85,000,000.00
Status:	Active		Total Elig. Cost:	\$152,120,267.00
Description:	FFGA Milwaukie Light Rail Project			
Recipient:	1728 - TRI-COUNTY METROPOLITAN TRANSPORTATION			

27 record(s) retrieved. Project to select: OR-04-0033-01

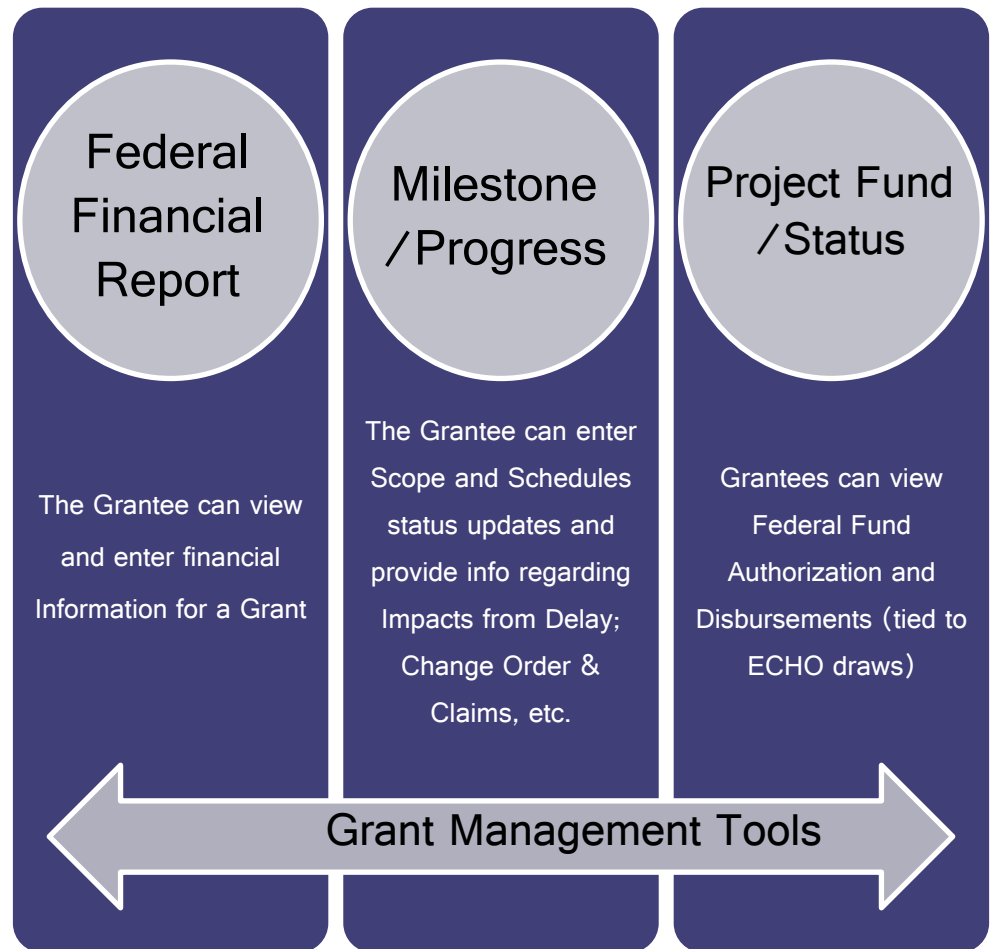
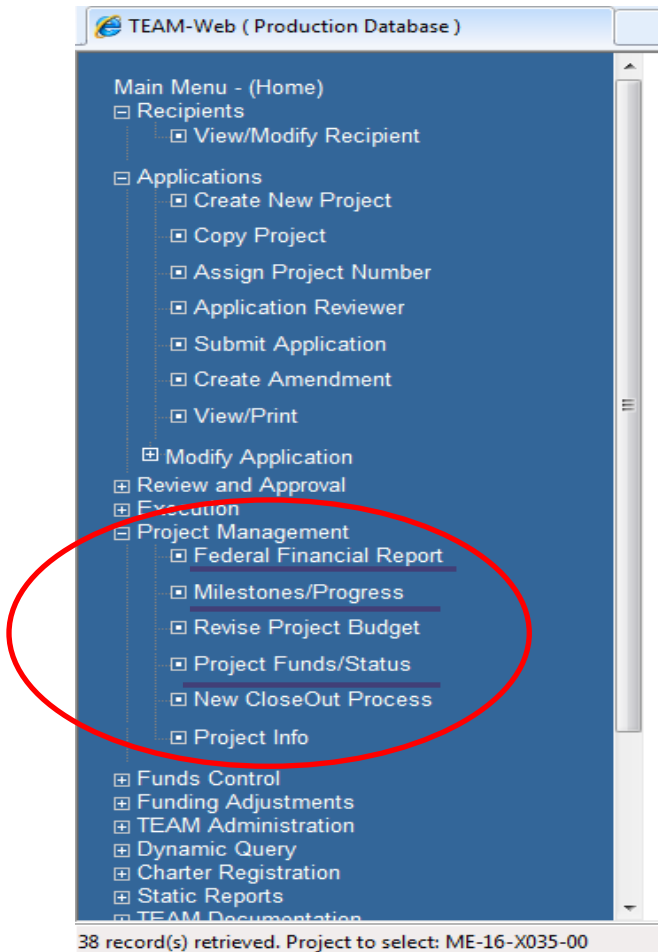
Trusted sites | Protected Mode: Off

100%

All of the Grantee's active grants are shown.

Click on the grant that you want to work on.

# Tools – “Project Management” Tab



# Project Funds/Status – Summary Tab

- Project Funds/Status Screen is View Only
- Summary Tab Displays General Grant Information

**TEAM-Web ( PRODUCTION Database ) Project Funds/Status - Windows...**

**Project Funds/Status**

Summary | Project Funding | By Amendment

Recipient: 1728 TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF (

Project: OR-03-0126-00 FFGA Milwaukie Light Rail Project

Amendment: FFGA Milwaukie Light Rail Project

Recipient UZA: 410280 PORTLAND, OR-WA

Project Type: Grant Award Cost Center: 65000

Status: Last Disb Date: 6/6/2012

FRC Ctrl #: Close Date:

User Name/Title: Date/Time:

Last Obligation: Richard F Krochalis 5/22/2012 7:16:14 PM

Regional Administrator

Trusted sites | Protected Mode: Off 100%

# Project Fund/Status – Project Funding Tab

**Project Funds/Status**

Summary **Project Funding** By Amendment

View By: Account Class Code

CstCtr	Acc Class Cd	FP	Reservation	Obligation	Deobligation	Disbursement	Refund
65000	1999.19.37.JL.1	00	\$250,000.00	\$250,000.00	\$0.00	\$105,354.00	\$0.00
65000	2000.19.37.JL.1	00	\$40,000.00	\$40,000.00	\$0.00	\$0.00	\$0.00
65000	1999.19.37.JL.1	04	\$490,500.00	\$490,500.00	\$0.00	\$490,500.00	\$0.00
65000	2000.19.37.JL.1	04	\$290,000.00	\$290,000.00	\$0.00	\$290,000.00	\$0.00
<b>Project Totals:</b>			<b>\$2,780,500.00</b>	<b>\$2,780,500.00</b>	<b>\$150,000.00</b>	<b>\$2,086,630.00</b>	<b>\$0.00</b>

**WA-37-X001-06 Totals**

Net Obligations: \$2,630,500.00

Net Disbursements: \$2,086,630.00

Auth. Disbursements: \$2,630,500.00

Unliquidated Balance: \$543,870.00

**Disbursement/Refund Records:**

Account Class Code	Transaction Type	Transaction Date	Transaction Amount
2003.19.37.JL.1	DISB	8/10/2012	\$33,176.00
2003.19.37.JL.1	DISB	2/17/2012	\$55,664.00
2003.19.37.JL.1	DISB	11/14/2011	\$181,936.00

Information displayed in the “Project Funding” tab is View Only.

Click on the drop down arrow to view the data in two different formats:

- Account Class Code
- Financial Purpose Code

Net Disbursement Transaction Date is shown

Net Disbursements when the “Project Total” line is highlighted (in FFR, exclude disbursements that occur after end of reporting period)

# Federal Financial Report (FFR)

TEAM-Web ( PRODUCTION Database ) - Windows Internet Explorer

https://ftateamweb.fta.dot.gov/teamweb/TeamMain.asp?dbname=PR... Federal Transit Administratio... Bing

File Edit View Favorites Tools Help

Convert Select

Favorites Google Welcome To FTAnet TEAM sign-in notification The Federal Transit Administ... Sign In

TEAM-Web ( PRODUCTION Database )

Main Menu - (Home)

- Recipients
- Applications
  - Create New Project
  - Copy Project
  - Assign Project Number
  - Application Reviewer
  - Submit Application
  - Create Amendment
  - View/Print
- Modify Application
- Review and Approval
  - Comments/Concurrence
  - Review/DOL Dates
  - Reservations
  - Obligation/Award
  - Deobligation
- Execution
  - Execute Award
- Project Management
  - Federal Financial Report**
    - Milestones/Progress
    - Revise Project Budget
    - Project Funds/...
    - New CloseOut
    - Project Info
- Funds Control
  - Formula Apportion
- Funding Adjustments
  - Level 1
  - Level 2
- TEAM Administration
- Dynamic Query
- Static Reporting

**Project Query Results**

Project Number	Description	Rev.
OR-03-0125-01	FY07 5309NS Portland Streetcar Loop Proj	0
OR-03-0126-00	FFGA Milwaukie Light Rail Project	0
OR-04-0033-01	12 5309 BLIV - Construct Admin Bldg	0
OR-04-0037-02	11-12 SGR Purchase 14 Repl Buses	0
OR-04-0040-00	FY11 Section 5309 Veterans Transpor	0
OR-05-0014-02	12 5309FG Rail Preventive Maintenance	0
OR-12-X001-01	AMENDMENT	0
OR-26-0004-01		0
OR-26-0005-00		0
OR-26-7001-04		1
OR-26-8002-03		0
OR-37-X009-04		0
OR-57-X002-06		0
OR-58-0002-00		0
OR-66-X001-02		3
OR-78-0001-00		0
OR-88-0001-00	10 HIGLER 2 - LRT Energy Storage Unit	1
OR-90-X147-07	07-11 5307 Bus/Rail PM & TE	0
OR-90-X159-02	FY12 5307 Bus/Rail Prevent Maintenance	0
OR-95-X007-06	07-11 CMAQ Regional Trans Program	0
OR-95-X008-04	07-10 CMAQ/STP Bus Stop Dev & LIFT	0
OR-95-X014-05	08-11STP-Retro/Battery/Study/Bike	0
OR-95-X033-01	FY12 CMAQ/STP Debt Service & PM	0
OR-95-X034-02	FY12 STP Bus & Rail Preventive Maint	0

**Step 1. Click on the grant that you want to work on.**

**Project Details**

FY2012

Cost Center:	790-00
Submitted:	4/9/2012
Awarded:	5/22/2012
Executed:	5/23/2012
FTA Amount:	\$85,000,000.00
Total Elig. Cost:	\$152,120,267.00

Status: Active

Description: FFGA Milwaukie Light Rail Project

Recipient: 1728 - TRI-COUNTY METROPOLITAN TRANSPORTATION

27 record(s) retrieved. Project to select: OR-03-0126-00

Trusted sites | Protected Mode: Off

100%

# FFR – Summary Tab

TEAM-Web ( PRODUCTION Database ) OR-03-0126-00 - Windows Internet Explorer

**Federal Financial Report**

Summary | Financial Status | Remarks and Certification

☒ Work In Progress ☐ Submit Report

Recipient: 1728 TRI-COUNTY METROPOLITAN TRANSPORTATION DIST

Project: OR-03-0126-00 FFGA Milwaukie Light Rail Project

Amendment: FFGA Milwaukie Light Rail Project

DUNS Number: 007909096 EIN Number:

Report Type:  
☒ Quarterly ☐ Monthly ☐ Annual ☐ Other

Period: 2012.3rd Quarter Indirect Expense:  
Type: N/A  
Rate: 0.00%  
Base: \$0.00  
Period From:  
Period To:  
Amount Charged: \$0.00  
Federal Share: \$0.00

Final Report? No, Not Final Report

Paper Award? ☐ Yes ☒ No

Initial Submission: 7/24/2012

Last Update: 8/15/2012

Pre-Award Authority? ☒ Yes ☐ No

Report Status: MS/P Report Submitted, FFR Submitted

Project Status: Active

Trusted sites | Protected Mode: Off

- Click on “Work in Progress” to save any changes you made without submitting the report.

- Click on “Submit Report” when the report is complete and ready for submission

- Complete this section if charging indirect costs to the grant.

- Before charging indirect costs to a grant, the Grantee must submit an indirect cost allocation plan for FTA’s review and approval.

This field shows the status of the Grantee’s submission of the Milestone Progress (MS/P) Report and the Federal Financial Report (FFR).



# FFR – Financial Status Tab

TEAM-Web ( PRODUCTION Database ) OR-03-0126-00 - Windows Internet Explorer

**Federal Financial Report**

Summary Financial Status Remarks and Certification

Line: Transactions:	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period:			\$0.00
B. Federal Cash Receipts :			\$85,000,000.00
C. Federal Cash Disbursements:			\$85,000,000.00
D. Federal Cash on Hand at End of Period:			\$0.00
E. Total Federal Funds Authorized:			\$85,000,000.00
F. Federal Share of Expenditures:	\$0.00	\$85,000,000.00	\$85,000,000.00
G. Recipient Share of Expenditures:	\$0.00	\$67,120,267.00	\$67,120,267.00
H. Total Expenditures:(F+G)	\$0.00	\$152,120,267.00	\$152,120,267.00
I. Federal Share of Unliquidated Obligations:			\$0.00
J. Recipient Share of Unliquidated Obligations:			\$0.00
K. Total Unliquidated Obligations(I+J):			\$0.00
L. Total Federal Share (F+I):			\$85,000,000.00
M. Unobligated Balance of Federal Funds(E-L):			\$0.00
N. Total Recipient Share Required:			\$67,120,267.00
O. Remaining Recipient Share to be provided N-(G+J):			\$0.00
P. Federal Program Income on Hand at Beginning of Period:			\$0.00
Q. Total Federal Program income earned:			\$0.00
R. Federal Program income expended in accordance with the deduction alternative:			\$0.00
S. Federal Program income expended in accordance with the addition alternative:			\$0.00
T. Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U. Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

Trusted sites | Protected Mode: Off

This section is all about “Cash”.

Enter “Cumulative” amount received from grant award date to the end of the reporting period in Lines B and C.

This section is all about “Expenditures and Obligations”.

Enter either “This Period” or “Cumulative” financial data in Lines F and G. Only “Cumulative” data can be entered in Lines I and J .

This section is all about “Program Income”.

Enter Program Income information in Lines P, Q, R, and T if the grant funded project generated any Program Income.

# FFR – Financial Status – Line A

TEAM-Web ( PRODUCTION Database ) OR-03-0126-00 - Windows Internet Explorer

**Federal Financial Report**

Summary | Financial Status | Remarks and Certification

Line: Transactions: Previous This Period Cumulative

A.	Federal Cash on Hand at Beginning of Period:			\$0.00
B.	Federal Cash Receipts :			\$85,000,000.00
C.	Federal Cash Disbursements:			\$85,000,000.00
D.	Federal Cash on Hand at End of Period:			\$0.00
E.	Total Federal Funds Authorized:			\$85,000,000.00
F.	Federal Share of Expenditures:	\$0.00	\$85,000,000.00	\$85,000,000.00
G.	Recipient Share of Expenditures:	\$0.00	\$67,120,267.00	\$67,120,267.00
H.	Total Expenditures:(F+G)	\$0.00	\$152,120,267.00	\$152,120,267.00
I.	Federal Share of Unliquidated Obligations:			\$0.00
J.	Recipient Share of Unliquidated Obligations:			\$0.00
K.	Total Unliquidated Obligations(I+J):			\$0.00
L.	Total Federal Share (F+I):			\$85,000,000.00
M.	Unobligated Balance of Federal Funds(E-L):			\$0.00
N.	Total Recipient Share Required:			\$67,120,267.00
O.	Remaining Recipient Share to be provided N-(G+J):			\$0.00
P.	Federal Program Income on Hand at Beginning of Period:			\$0.00
Q.	Total Federal Program income earned:			\$0.00
R.	Federal Program income expended in accordance with the deduction alternative:			\$0.00
S.	Federal Program income expended in accordance with the addition alternative:			\$0.00
T.	Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U.	Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

Trusted sites | Protected Mode: Off

## Federal Cash on Hand at Beginning of Period

- Enter a cumulative value of Federal disbursements received from the grant award date to the end of the reporting period.
- Line A is the Federal cash on hand, if any, at the beginning of the reporting period.
- Usually, Line A is zero.

# FFR – Financial Status – Line B

TEAM-Web ( PRODUCTION Database ) OR-03-0126-00 - Windows Internet Explorer

**Federal Financial Report**

Summary | Financial Status | Remarks and Certification

Line: Transactions: Previous This Period Cumulative

A.	Federal Cash on Hand at Beginning of Period:			\$0.00
B.	Federal Cash Receipts :			\$85,000,000.00
C.	Federal Cash Disbursements:			\$85,000,000.00
D.	Federal Cash on Hand at End of Period:			\$0.00
E.	Total Federal Funds Authorized:			\$85,000,000.00
F.	Federal Share of Expenditures:	\$0.00	\$85,000,000.00	\$85,000,000.00
G.	Recipient Share of Expenditures:	\$0.00	\$67,120,267.00	\$67,120,267.00
H.	Total Expenditures:(F+G)	\$0.00	\$152,120,267.00	\$152,120,267.00
I.	Federal Share of Unliquidated Obligations:			\$0.00
J.	Recipient Share of Unliquidated Obligations:			\$0.00
K.	Total Unliquidated Obligations(I+J):			\$0.00
L.	Total Federal Share (F+I):			\$85,000,000.00
M.	Unobligated Balance of Federal Funds(E-L):			\$0.00
N.	Total Recipient Share Required:			\$67,120,267.00
O.	Remaining Recipient Share to be provided N-(G+J):			\$0.00
P.	Federal Program Income on Hand at Beginning of Period:			\$0.00
Q.	Total Federal Program income earned:			\$0.00
R.	Federal Program income expended in accordance with the deduction alternative:			\$0.00
S.	Federal Program income expended in accordance with the addition alternative:			\$0.00
T.	Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U.	Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

Trusted sites | Protected Mode: Off | 100%

## Federal Cash Receipts

- Enter cumulative amount received from grant award date through the end of the reporting period.
- This must equal what is shown as grant disbursements in the “Project Funds/Status” section in TEAM.
- Be sure to exclude any disbursements made after the end of reporting period.
- Report this amount on a cash basis.

# FFR – Financial Status – Line C

TEAM-Web ( PRODUCTION Database ) OR-03-0126-00 - Windows Internet Explorer

## Federal Financial Report

Summary Financial Status Remarks and Certification

Line: Transactions: Previous This Period Cumulative

A. Federal Cash on Hand at Beginning of Period:			\$0.00
B. Federal Cash Receipts :			\$85,000,000.00
C. Federal Cash Disbursements:			\$85,000,000.00
D. Federal Cash on Hand at End of Period:			\$0.00
E. Total Federal Funds Authorized:			\$85,000,000.00
F. Federal Share of Expenditures:	\$0.00	\$85,000,000.00	\$85,000,000.00
G. Recipient Share of Expenditures:	\$0.00	\$67,120,267.00	\$67,120,267.00
H. Total Expenditures:(F+G)	\$0.00	\$152,120,267.00	\$152,120,267.00
I. Federal Share of Unliquidated Obligations:			\$0.00
J. Recipient Share of Unliquidated Obligations:			\$0.00
K. Total Unliquidated Obligations(I+J):			\$0.00
L. Total Federal Share (F+I):			\$85,000,000.00
M. Unobligated Balance of Federal Funds(E-L):			\$0.00
N. Total Recipient Share Required:			\$67,120,267.00
O. Remaining Recipient Share to be provided N-(G+J):			\$0.00
P. Federal Program Income on Hand at Beginning of Period:			\$0.00
Q. Total Federal Program income earned:			\$0.00
R. Federal Program income expended in accordance with the deduction alternative:			\$0.00
S. Federal Program income expended in accordance with the addition alternative:			\$0.00
T. Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U. Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

Trusted sites | Protected Mode: Off 100%

## Federal Cash Disbursements

- Enter a cumulative value.
- Line C is the amount of Federal funds that have been paid for eligible expenses on this grant by the end of the reporting period. Typically, this amount should be equal to Line B and Line F. If not, the Grantee will need to provide an explanation in the “Remarks and Certification” tab.
- Report this amount on a cash basis.

# FFR – Financial Status – Line D

TEAM-Web ( PRODUCTION Database ) OR-03-0126-00 - Windows Internet Explorer

**Federal Financial Report**

Summary Financial Status Remarks and Certification

Line: Transactions: Previous This Period Cumulative

A.	Federal Cash on Hand at Beginning of Period:			\$0.00
B.	Federal Cash Receipts :			\$85,000,000.00
C.	Federal Cash Disbursements:			\$85,000,000.00
D.	Federal Cash on Hand at End of Period:			\$0.00
E.	Total Federal Funds Authorized:			\$85,000,000.00
F.	Federal Share of Expenditures:	\$0.00	\$85,000,000.00	\$85,000,000.00
G.	Recipient Share of Expenditures:	\$0.00	\$67,120,267.00	\$67,120,267.00
H.	Total Expenditures:(F+G)	\$0.00	\$152,120,267.00	\$152,120,267.00
I.	Federal Share of Unliquidated Obligations:			\$0.00
J.	Recipient Share of Unliquidated Obligations:			\$0.00
K.	Total Unliquidated Obligations(I+J):			\$0.00
L.	Total Federal Share (F+I):			\$85,000,000.00
M.	Unobligated Balance of Federal Funds(E-L):			\$0.00
N.	Total Recipient Share Required:			\$67,120,267.00
O.	Remaining Recipient Share to be provided N-(G+J):			\$0.00
P.	Federal Program Income on Hand at Beginning of Period:			\$0.00
Q.	Total Federal Program income earned:			\$0.00
R.	Federal Program income expended in accordance with the deduction alternative:			\$0.00
S.	Federal Program income expended in accordance with the addition alternative:			\$0.00
T.	Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U.	Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

Trusted sites | Protected Mode: Off | 100%

## Federal Cash on Hand at End of Period

- TEAM populates this field.
- $D = A + B - C$
- If D is greater than 0, it may be an indication that Federal funds were drawn down prematurely. If this is the case, the Grantee is required to provide an explanation from the Grantee in the “Remarks and Certification” Tab for the excess cash.



# FFR – Financial Status – Line E

TEAM-Web ( PRODUCTION Database ) OR-03-0126-00 - Windows Internet Explorer

**Federal Financial Report**

Summary | Financial Status | Remarks and Certification

Line: Transactions:	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period:			\$0.00
B. Federal Cash Receipts :			\$85,000,000.00
C. Federal Cash Disbursements:			\$85,000,000.00
D. Federal Cash on Hand at End of Period:			\$0.00
E. Total Federal Funds Authorized:			\$85,000,000.00
F. Federal Share of Expenditures:	\$0.00	\$85,000,000.00	\$85,000,000.00
G. Recipient Share of Expenditures:	\$0.00	\$67,120,267.00	\$67,120,267.00
H. Total Expenditures:(F+G)	\$0.00	\$152,120,267.00	\$152,120,267.00
I. Federal Share of Unliquidated Obligations:			\$0.00
J. Recipient Share of Unliquidated Obligations:			\$0.00
K. Total Unliquidated Obligations(I+J):			\$0.00
L. Total Federal Share (F+I):			\$85,000,000.00
M. Unobligated Balance of Federal Funds(E-L):			\$0.00
N. Total Recipient Share Required:			\$67,120,267.00
O. Remaining Recipient Share to be provided N-(G+J):			\$0.00
P. Federal Program Income on Hand at Beginning of Period:			\$0.00
Q. Total Federal Program income earned:			\$0.00
R. Federal Program income expended in accordance with the deduction alternative:			\$0.00
S. Federal Program income expended in accordance with the addition alternative:			\$0.00
T. Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U. Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

Trusted sites | Protected Mode: Off | 100%

## Total Federal Funds Authorized

- TEAM populates this field.
- This is the total amount of federal funds awarded in the initial grants plus all subsequent grant amendments, if applicable.

# FFR – Financial Status – Line F

TEAM-Web ( PRODUCTION Database ) OR-03-0126-00 - Windows Internet Explorer

**Federal Financial Report**

Summary | Financial Status | Remarks and Certification

Line: Transactions:	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period:			\$0.00
B. Federal Cash Receipts :			\$85,000,000.00
C. Federal Cash Disbursements:			\$85,000,000.00
D. Federal Cash on Hand at End of Period:			\$0.00
E. Total Federal Funds Authorized:			\$85,000,000.00
F. Federal Share of Expenditures:	\$0.00	\$85,000,000.00	\$85,000,000.00
G. Recipient Share of Expenditures:	\$0.00	\$67,120,267.00	\$67,120,267.00
H. Total Expenditures:(F+G)	\$0.00	\$152,120,267.00	\$152,120,267.00
I. Federal Share of Unliquidated Obligations:			\$0.00
J. Recipient Share of Unliquidated Obligations:			\$0.00
K. Total Unliquidated Obligations(I+J):			\$0.00
L. Total Federal Share (F+I):			\$85,000,000.00
M. Unobligated Balance of Federal Funds(E-L):			\$0.00
N. Total Recipient Share Required:			\$67,120,267.00
O. Remaining Recipient Share to be provided N-(G+J):			\$0.00
P. Federal Program Income on Hand at Beginning of Period:			\$0.00
Q. Total Federal Program Income earned:			\$0.00
R. Federal Program income expended in accordance with the deduction alternative:			\$0.00
S. Federal Program income expended in accordance with the addition alternative:			\$0.00
T. Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U. Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

Trusted sites | Protected Mode: Off

## Federal Share of Expenditures

- Of the total project costs, enter the amount FTA will participate.
- The Grantee should enter either in “This Period” or the “Cumulative” column; Not both!
- Expenditures are total project costs (less any rebates, refunds, or other credits) incurred on the accrual basis of accounting.

### Examples of expenditures include:

- (1) Sum of cash disbursements for direct charges for property and services;
- (2) Amount of indirect expense incurred;
- (3) Amount of in-kind contributions; and
- (4) Net increase or decrease in Accounts Payable or Accrued Expenses.

# FFR – Financial Status – Line G

TEAM-Web ( PRODUCTION Database ) OR-03-0126-00 - Windows Internet Explorer

**Federal Financial Report**

Summary | Financial Status | Remarks and Certification

Line: Transactions:	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period:			\$0.00
B. Federal Cash Receipts :			\$85,000,000.00
C. Federal Cash Disbursements:			\$85,000,000.00
D. Federal Cash on Hand at End of Period:			\$0.00
E. Total Federal Funds Authorized:			\$85,000,000.00
F. Federal Share of Expenditures:	\$0.00	\$85,000,000.00	\$85,000,000.00
G. Recipient Share of Expenditures:	\$0.00	\$67,120,267.00	\$67,120,267.00
H. Total Expenditures:(F+G)	\$0.00	\$152,120,267.00	\$152,120,267.00
I. Federal Share of Unliquidated Obligations:			\$0.00
J. Recipient Share of Unliquidated Obligations:			\$0.00
K. Total Unliquidated Obligations(I+J):			\$0.00
L. Total Federal Share (F+I):			\$85,000,000.00
M. Unobligated Balance of Federal Funds(E-L):			\$0.00
N. Total Recipient Share Required:			\$67,120,267.00
O. Remaining Recipient Share to be provided N-(G+J):			\$0.00
P. Federal Program Income on Hand at Beginning of Period:			\$0.00
Q. Total Federal Program Income earned:			\$0.00
R. Federal Program income expended in accordance with the deduction alternative:			\$0.00
S. Federal Program income expended in accordance with the addition alternative:			\$0.00
T. Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U. Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

Trusted sites | Protected Mode: Off

## Recipient Share of Expenditures

- Of the total project costs, enter the amount the Grantee will pay.
- The Grantee should enter either in “This Period” or the “Cumulative” column; Not both!
- Expenditures are total project costs (less any rebates, refunds, or other credits) incurred on the accrual basis of accounting.

### Examples of expenditures include:

- (1) Sum of cash disbursements for direct charges for property and services;
- (2) Amount of indirect expense incurred;
- (3) Amount of in-kind contributions; and
- (4) Net increase or decrease in Accounts Payable or Accrued Expenses.



# FFR – Financial Status – Line H

TEAM-Web ( PRODUCTION Database ) OR-03-0126-00 - Windows Internet Explorer

**Federal Financial Report**

Summary Financial Status Remarks and Certification

Line: Transactions:	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period:			\$0.00
B. Federal Cash Receipts :			\$85,000,000.00
C. Federal Cash Disbursements:			\$85,000,000.00
D. Federal Cash on Hand at End of Period:			\$0.00
E. Total Federal Funds Authorized:			\$85,000,000.00
F. Federal Share of Expenditures:	\$0.00	\$85,000,000.00	\$85,000,000.00
G. Recipient Share of Expenditures:	\$0.00	\$67,120,267.00	\$67,120,267.00
H. Total Expenditures:(F+G)	\$0.00	\$152,120,267.00	\$152,120,267.00
I. Federal Share of Unliquidated Obligations:			\$0.00
J. Recipient Share of Unliquidated Obligations:			\$0.00
K. Total Unliquidated Obligations(I+J):			\$0.00
L. Total Federal Share (F+I):			\$85,000,000.00
M. Unobligated Balance of Federal Funds(E-L):			\$0.00
N. Total Recipient Share Required:			\$67,120,267.00
O. Remaining Recipient Share to be provided N-(G+J):			\$0.00
P. Federal Program Income on Hand at Beginning of Period:			\$0.00
Q. Total Federal Program income earned:			\$0.00
R. Federal Program income expended in accordance with the deduction alternative:			\$0.00
S. Federal Program income expended in accordance with the addition alternative:			\$0.00
T. Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U. Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

Trusted sites | Protected Mode: Off

## Total Expenditures

- TEAM populates this field.
- This value is equal to the sum of Federal Share of Expenditures (Line F) + Recipient Share of Expenditures (Line G).

# FFR – Financial Status – Line I

TEAM-Web ( PRODUCTION Database ) OR-03-0125-01 - Windows Internet Explorer

**Federal Financial Report**

Summary Financial Status Remarks and Certification

Line: Transactions:	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period:			\$0.00
B. Federal Cash Receipts :			\$71,668,218.00
C. Federal Cash Disbursements:			\$71,668,218.00
D. Federal Cash on Hand at End of Period:			\$0.00
E. Total Federal Funds Authorized:			\$75,000,000.00
F. Federal Share of Expenditures:	\$64,189,052.00	\$7,479,166.00	\$71,668,218.00
G. Recipient Share of Expenditures:	\$42,398,571.00	\$4,874,924.00	\$47,273,495.00
H. Total Expenditures:(F+G)	\$106,587,623.00	\$12,354,090.00	\$118,941,713.00
I. Federal Share of Unliquidated Obligations:			\$525,000.00
J. Recipient Share of Unliquidated Obligations:			\$0.00
K. Total Unliquidated Obligations(I+J):			\$525,000.00
L. Total Federal Share (F+I):			\$72,193,218.00
M. Unobligated Balance of Federal Funds(E-L):			\$2,806,782.00
N. Total Recipient Share Required:			\$48,878,696.00
O. Remaining Recipient Share to be provided N-(G+J):			\$1,605,201.00
P. Federal Program Income on Hand at Beginning of Period:			\$0.00
Q. Total Federal Program income earned:			\$0.00
R. Federal Program income expended in accordance with the deduction alternative:			\$0.00
S. Federal Program income expended in accordance with the addition alternative:			\$0.00
T. Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U. Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

Done Trusted sites | Protected Mode: Off 100%

## Federal Share of Unliquidated Obligations

- Enter Federal portion of unliquidated obligations, which are binding commitments made for goods and services not yet received; for example, an executed bus procurement contract where the buses have not yet been delivered.
- Report this amount on the accrual basis of accounting.
- This line should be zero if this is the Final FFR for this grant.

# FFR – Financial Status – Line J

TEAM-Web ( PRODUCTION Database ) OR-03-0126-00 - Windows Internet Explorer

**Federal Financial Report**

Summary | Financial Status | Remarks and Certification

Line: Transactions:	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period:			\$0.00
B. Federal Cash Receipts :			\$85,000,000.00
C. Federal Cash Disbursements:			\$85,000,000.00
D. Federal Cash on Hand at End of Period:			\$0.00
E. Total Federal Funds Authorized:			\$85,000,000.00
F. Federal Share of Expenditures:	\$0.00	\$85,000,000.00	\$85,000,000.00
G. Recipient Share of Expenditures:	\$0.00	\$67,120,267.00	\$67,120,267.00
H. Total Expenditures:(F+G)	\$0.00	\$152,120,267.00	\$152,120,267.00
I. Federal Share of Unliquidated Obligations:			\$0.00
J. Recipient Share of Unliquidated Obligations:			\$0.00
K. Total Unliquidated Obligations(I+J):			\$0.00
L. Total Federal Share (F+I):			\$85,000,000.00
M. Unobligated Balance of Federal Funds(E-L):			\$0.00
N. Total Recipient Share Required:			\$67,120,267.00
O. Remaining Recipient Share to be provided N-(G+J):			\$0.00
P. Federal Program Income on Hand at Beginning of Period:			\$0.00
Q. Total Federal Program income earned:			\$0.00
R. Federal Program income expended in accordance with the deduction alternative:			\$0.00
S. Federal Program income expended in accordance with the addition alternative:			\$0.00
T. Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U. Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

Trusted sites | Protected Mode: Off | 100%

## Recipient Share of Unliquidated Obligations

- Enter the Grantee's share of unliquidated obligations (binding commitments made for goods and services not yet received).

# FFR – Financial Status – Line K

TEAM-Web ( PRODUCTION Database ) OR-03-0126-00 - Windows Internet Explorer

**Federal Financial Report**

Summary | Financial Status | Remarks and Certification

Line: Transactions:	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period:			\$0.00
B. Federal Cash Receipts :			\$85,000,000.00
C. Federal Cash Disbursements:			\$85,000,000.00
D. Federal Cash on Hand at End of Period:			\$0.00
E. Total Federal Funds Authorized:			\$85,000,000.00
F. Federal Share of Expenditures:	\$0.00	\$85,000,000.00	\$85,000,000.00
G. Recipient Share of Expenditures:	\$0.00	\$67,120,267.00	\$67,120,267.00
H. Total Expenditures:(F+G)	\$0.00	\$152,120,267.00	\$152,120,267.00
I. Federal Share of Unliquidated Obligations:			\$0.00
J. Recipient Share of Unliquidated Obligations:			\$0.00
K. Total Unliquidated Obligations(I+J):			\$0.00
L. Total Federal Share (F+I):			\$85,000,000.00
M. Unobligated Balance of Federal Funds(E-L):			\$0.00
N. Total Recipient Share Required:			\$67,120,267.00
O. Remaining Recipient Share to be provided N-(G+J):			\$0.00
P. Federal Program Income on Hand at Beginning of Period:			\$0.00
Q. Total Federal Program income earned:			\$0.00
R. Federal Program income expended in accordance with the deduction alternative:			\$0.00
S. Federal Program income expended in accordance with the addition alternative:			\$0.00
T. Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U. Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

Trusted sites | Protected Mode: Off | 100%

## Total Unliquidated Obligations

- This is the total of the Grantee's binding commitments entered into for goods and services not yet received.
- TEAM populates this field.
- This amount is equal to the sum of "Federal Share of Unliquidated Obligations" (Line I) and "Recipient Share of Unliquidated Obligations" (Line J).

# FFR – Financial Status – Line L

TEAM-Web ( PRODUCTION Database ) OR-03-0126-00 - Windows Internet Explorer

**Federal Financial Report**

Summary | Financial Status | Remarks and Certification

Line: Transactions:	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period:			\$0.00
B. Federal Cash Receipts :			\$85,000,000.00
C. Federal Cash Disbursements:			\$85,000,000.00
D. Federal Cash on Hand at End of Period:			\$0.00
E. Total Federal Funds Authorized:			\$85,000,000.00
F. Federal Share of Expenditures:	\$0.00	\$85,000,000.00	\$85,000,000.00
G. Recipient Share of Expenditures:	\$0.00	\$67,120,267.00	\$67,120,267.00
H. Total Expenditures:(F+G)	\$0.00	\$152,120,267.00	\$152,120,267.00
I. Federal Share of Unliquidated Obligations:			\$0.00
J. Recipient Share of Unliquidated Obligations:			\$0.00
K. Total Unliquidated Obligations(I+J):			\$0.00
L. Total Federal Share (F+I):			\$85,000,000.00
M. Unobligated Balance of Federal Funds(E-L):			\$0.00
N. Total Recipient Share Required:			\$67,120,267.00
O. Remaining Recipient Share to be provided N-(G+J):			\$0.00
P. Federal Program Income on Hand at Beginning of Period:			\$0.00
Q. Total Federal Program income earned:			\$0.00
R. Federal Program income expended in accordance with the deduction alternative:			\$0.00
S. Federal Program income expended in accordance with the addition alternative:			\$0.00
T. Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U. Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

Trusted sites | Protected Mode: Off | 100%

## Total Federal Share

- TEAM populates this field.
- This amount is equal to the sum of “Federal Share of Expenditures” (Line F) and “Federal Share of Unliquidated Obligations” (Line I).



# FFR – Financial Status – Line M

TEAM-Web ( PRODUCTION Database ) OR-03-0126-00 - Windows Internet Explorer

**Federal Financial Report**

Summary | Financial Status | Remarks and Certification

Line: Transactions:	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period:			\$0.00
B. Federal Cash Receipts :			\$85,000,000.00
C. Federal Cash Disbursements:			\$85,000,000.00
D. Federal Cash on Hand at End of Period:			\$0.00
E. Total Federal Funds Authorized:			\$85,000,000.00
F. Federal Share of Expenditures:	\$0.00	\$85,000,000.00	\$85,000,000.00
G. Recipient Share of Expenditures:	\$0.00	\$67,120,267.00	\$67,120,267.00
H. Total Expenditures:(F+G)	\$0.00	\$152,120,267.00	\$152,120,267.00
I. Federal Share of Unliquidated Obligations:			\$0.00
J. Recipient Share of Unliquidated Obligations:			\$0.00
K. Total Unliquidated Obligations(I+J):			\$0.00
L. Total Federal Share (F+I):			\$85,000,000.00
M. Unobligated Balance of Federal Funds(E-L):			\$0.00
N. Total Recipient Share Required:			\$67,120,267.00
O. Remaining Recipient Share to be provided N-(G+J):			\$0.00
P. Federal Program Income on Hand at Beginning of Period:			\$0.00
Q. Total Federal Program Income earned:			\$0.00
R. Federal Program income expended in accordance with the deduction alternative:			\$0.00
S. Federal Program income expended in accordance with the addition alternative:			\$0.00
T. Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U. Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

Trusted sites | Protected Mode: Off | 100%

## Unobligated Balance of Federal Funds

- TEAM populates this field.
- This amount is equal to the difference between “Total Funds Authorized” (Line E) and “Total Federal Share” (Line L).
- The “Unobligated Balance of Federal Funds” is the Federal share of the grant that the Grantee has not committed by entering into a binding commitment.

# FFR – Financial Status – Line N

Line: Transactions:	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period:			\$0.00
B. Federal Cash Receipts :			\$85,000,000.00
C. Federal Cash Disbursements:			\$85,000,000.00
D. Federal Cash on Hand at End of Period:			\$0.00
E. Total Federal Funds Authorized:			\$85,000,000.00
F. Federal Share of Expenditures:	\$0.00	\$85,000,000.00	\$85,000,000.00
G. Recipient Share of Expenditures:	\$0.00	\$67,120,267.00	\$67,120,267.00
H. Total Expenditures:(F+G)	\$0.00	\$152,120,267.00	\$152,120,267.00
I. Federal Share of Unliquidated Obligations:			\$0.00
J. Recipient Share of Unliquidated Obligations:			\$0.00
K. Total Unliquidated Obligations(I+J):			\$0.00
L. Total Federal Share (F+I):			\$85,000,000.00
M. Unobligated Balance of Federal Funds(E-L):			\$0.00
N. Total Recipient Share Required:			\$67,120,267.00
O. Remaining Recipient Share to be provided N-(G+J):			\$0.00
P. Federal Program Income on Hand at Beginning of Period:			\$0.00
Q. Total Federal Program Income earned:			\$0.00
R. Federal Program income expended in accordance with the deduction alternative:			\$0.00
S. Federal Program income expended in accordance with the addition alternative:			\$0.00
T. Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U. Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

## Total Recipient Share Required

- TEAM populates this field.
- This amount is the total required recipient share for the grant funds awarded, including initial grant and all subsequent amendments.
- The “Total Recipient Share Required” should include all matching and cost sharing provided by recipients and third-party providers to match required the Federal funds.

# FFR – Financial Status – Line O

TEAM-Web ( PRODUCTION Database ) OR-03-0126-00 - Windows Internet Explorer

**Federal Financial Report**

Summary | Financial Status | Remarks and Certification

Line: Transactions:	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period:			\$0.00
B. Federal Cash Receipts :			\$85,000,000.00
C. Federal Cash Disbursements:			\$85,000,000.00
D. Federal Cash on Hand at End of Period:			\$0.00
E. Total Federal Funds Authorized:			\$85,000,000.00
F. Federal Share of Expenditures:	\$0.00	\$85,000,000.00	\$85,000,000.00
G. Recipient Share of Expenditures:	\$0.00	\$67,120,267.00	\$67,120,267.00
H. Total Expenditures:(F+G)	\$0.00	\$152,120,267.00	\$152,120,267.00
I. Federal Share of Unliquidated Obligations:			\$0.00
J. Recipient Share of Unliquidated Obligations:			\$0.00
K. Total Unliquidated Obligations(I+J):			\$0.00
L. Total Federal Share (F+I):			\$85,000,000.00
M. Unobligated Balance of Federal Funds(E-L):			\$0.00
N. Total Recipient Share Required:			\$67,120,267.00
O. Remaining Recipient Share to be provided N-(G+J):			\$0.00
P. Federal Program Income on Hand at Beginning of Period:			\$0.00
Q. Total Federal Program income earned:			\$0.00
R. Federal Program income expended in accordance with the deduction alternative:			\$0.00
S. Federal Program income expended in accordance with the addition alternative:			\$0.00
T. Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U. Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

Trusted sites | Protected Mode: Off | 100%

## Remaining Recipient Share to be Provided

- TEAM populates this field.



# FFR – Financial Status – Line P

TEAM-Web ( PRODUCTION Database ) OR-03-0126-00 - Windows Internet Explorer

**Federal Financial Report**

Summary | Financial Status | Remarks and Certification

Line: Transactions:	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period:			\$0.00
B. Federal Cash Receipts :			\$85,000,000.00
C. Federal Cash Disbursements:			\$85,000,000.00
D. Federal Cash on Hand at End of Period:			\$0.00
E. Total Federal Funds Authorized:			\$85,000,000.00
F. Federal Share of Expenditures:	\$0.00	\$85,000,000.00	\$85,000,000.00
G. Recipient Share of Expenditures:	\$0.00	\$67,120,267.00	\$67,120,267.00
H. Total Expenditures:(F+G)	\$0.00	\$152,120,267.00	\$152,120,267.00
I. Federal Share of Unliquidated Obligations:			\$0.00
J. Recipient Share of Unliquidated Obligations:			\$0.00
K. Total Unliquidated Obligations(I+J):			\$0.00
L. Total Federal Share (F+I):			\$85,000,000.00
M. Unobligated Balance of Federal Funds(E-L):			\$0.00
N. Total Recipient Share Required:			\$67,120,267.00
O. Remaining Recipient Share to be provided N-(G+J):			\$0.00
P. Federal Program Income on Hand at Beginning of Period:			\$0.00
Q. Total Federal Program income earned:			\$0.00
R. Federal Program income expended in accordance with the deduction alternative:			\$0.00
S. Federal Program income expended in accordance with the addition alternative:			\$0.00
T. Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U. Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

Trusted sites | Protected Mode: Off | 100%

## Federal Program Income on Hand at Beginning of Reporting Period

- Enter any unspent Federal Program Income on hand at the beginning of the grant.
- Usually, this line is zero.

# FFR – Financial Status – Line Q

TEAM-Web ( PRODUCTION Database ) OR-03-0126-00 - Windows Internet Explorer

**Federal Financial Report**

Summary | Financial Status | Remarks and Certification

Line: Transactions:	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period:			\$0.00
B. Federal Cash Receipts :			\$85,000,000.00
C. Federal Cash Disbursements:			\$85,000,000.00
D. Federal Cash on Hand at End of Period:			\$0.00
E. Total Federal Funds Authorized:			\$85,000,000.00
F. Federal Share of Expenditures:	\$0.00	\$85,000,000.00	\$85,000,000.00
G. Recipient Share of Expenditures:	\$0.00	\$67,120,267.00	\$67,120,267.00
H. Total Expenditures:(F+G)	\$0.00	\$152,120,267.00	\$152,120,267.00
I. Federal Share of Unliquidated Obligations:			\$0.00
J. Recipient Share of Unliquidated Obligations:			\$0.00
K. Total Unliquidated Obligations(I+J):			\$0.00
L. Total Federal Share (F+I):			\$85,000,000.00
M. Unobligated Balance of Federal Funds(E-L):			\$0.00
N. Total Recipient Share Required:			\$67,120,267.00
O. Remaining Recipient Share to be provided N-(G+J):			\$0.00
P. Federal Program Income on Hand at Beginning of Period:			\$0.00
Q. Total Federal Program Income earned:			\$0.00
R. Federal Program income expended in accordance with the deduction alternative:			\$0.00
S. Federal Program income expended in accordance with the addition alternative:			\$0.00
T. Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U. Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

Trusted sites | Protected Mode: Off

## Total Federal Program Income Earned

- Enter Federal program income earned by end of the reporting period.
- Program income is gross income received by the Grantee or sub-recipient directly generated by a grant supported activity, or earned as a result of the grant agreement during the reporting period.

### Examples of Program Income:

1. Fees for services performed
2. Use or rental of real or personal property acquired with grant funds
3. Sale of advertising and concessions
4. Sale of commodities or items fabricated under a grant agreement

# FFR – Financial Status – Line Q

(continued)

## Fare Box Revenue

- Farebox revenue is not counted as program income.
- If charging operating expenses to a grant, fare box revenue must be deducted from the eligible expenses to calculate the net eligible expenses that can be charged to the grant.

TEAM-Web ( PRODUCTION Database ) OR-03-0126-00 - Windows Internet Explorer

**Federal Financial Report**

Summary | Financial Status | Remarks and Certification

Line: Transactions:	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period:			\$0.00
B. Federal Cash Receipts :			\$85,000,000.00
C. Federal Cash Disbursements:			\$85,000,000.00
D. Federal Cash on Hand at End of Period:			\$0.00
E. Total Federal Funds Authorized:			\$85,000,000.00
F. Federal Share of Expenditures:	\$0.00	\$85,000,000.00	\$85,000,000.00
G. Recipient Share of Expenditures:	\$0.00	\$67,120,267.00	\$67,120,267.00
H. Total Expenditures:(F+G)	\$0.00	\$152,120,267.00	\$152,120,267.00
I. Federal Share of Unliquidated Obligations:			\$0.00
J. Recipient Share of Unliquidated Obligations:			\$0.00
K. Total Unliquidated Obligations(I+J):			\$0.00
L. Total Federal Share (F+I):			\$85,000,000.00
M. Unobligated Balance of Federal Funds(E-L):			\$0.00
N. Total Recipient Share Required:			\$67,120,267.00
O. Remaining Recipient Share to be provided N-(G+J):			\$0.00
P. Federal Program Income on Hand at Beginning of Period:			\$0.00
Q. Total Federal Program income earned:			\$0.00
R. Federal Program income expended in accordance with the deduction alternative:			\$0.00
S. Federal Program income expended in accordance with the addition alternative:			\$0.00
T. Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U. Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

Trusted sites | Protected Mode: Off | 100%

# FFR – Financial Status – Line R

TEAM-Web ( PRODUCTION Database ) OR-03-0126-00 - Windows Internet Explorer

**Federal Financial Report**

Summary | Financial Status | Remarks and Certification

Line: Transactions:	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period:			\$0.00
B. Federal Cash Receipts :			\$85,000,000.00
C. Federal Cash Disbursements:			\$85,000,000.00
D. Federal Cash on Hand at End of Period:			\$0.00
E. Total Federal Funds Authorized:			\$85,000,000.00
F. Federal Share of Expenditures:	\$0.00	\$85,000,000.00	\$85,000,000.00
G. Recipient Share of Expenditures:	\$0.00	\$67,120,267.00	\$67,120,267.00
H. Total Expenditures:(F+G)	\$0.00	\$152,120,267.00	\$152,120,267.00
I. Federal Share of Unliquidated Obligations:			\$0.00
J. Recipient Share of Unliquidated Obligations:			\$0.00
K. Total Unliquidated Obligations(I+J):			\$0.00
L. Total Federal Share (F+I):			\$85,000,000.00
M. Unobligated Balance of Federal Funds(E-L):			\$0.00
N. Total Recipient Share Required:			\$67,120,267.00
O. Remaining Recipient Share to be provided N-(G+J):			\$0.00
P. Federal Program Income on Hand at Beginning of Period:			\$0.00
Q. Total Federal Program Income earned:			\$0.00
R. Federal Program income expended in accordance with the deduction alternative:			\$0.00
S. Federal Program income expended in accordance with the addition alternative:			\$0.00
T. Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U. Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

Trusted sites | Protected Mode: Off | 100%

## Federal Program Income Expended in Accordance with the Deduction Alternative

- Enter the amount of program income used to reduce the Federal share of the total project cost.
- Usually, this line is zero.

Only used if the grantee does not exercise the provisions of the Common Rule @ 49 CFR part 18.25(g)(5) -“UMTA grantees may retain program income for allowable capital or operating expenses”



# FFR – Financial Status – Line S

TEAM-Web ( PRODUCTION Database ) OR-03-0126-00 - Windows Internet Explorer

**Federal Financial Report**

Summary | Financial Status | Remarks and Certification

Line: Transactions:	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period:			\$0.00
B. Federal Cash Receipts :			\$85,000,000.00
C. Federal Cash Disbursements:			\$85,000,000.00
D. Federal Cash on Hand at End of Period:			\$0.00
E. Total Federal Funds Authorized:			\$85,000,000.00
F. Federal Share of Expenditures:	\$0.00	\$85,000,000.00	\$85,000,000.00
G. Recipient Share of Expenditures:	\$0.00	\$67,120,267.00	\$67,120,267.00
H. Total Expenditures:(F+G)	\$0.00	\$152,120,267.00	\$152,120,267.00
I. Federal Share of Unliquidated Obligations:			\$0.00
J. Recipient Share of Unliquidated Obligations:			\$0.00
K. Total Unliquidated Obligations(I+J):			\$0.00
L. Total Federal Share (F+I):			\$85,000,000.00
M. Unobligated Balance of Federal Funds(E-L):			\$0.00
N. Total Recipient Share Required:			\$67,120,267.00
O. Remaining Recipient Share to be provided N-(G+J):			\$0.00
P. Federal Program Income on Hand at Beginning of Period:			\$0.00
Q. Total Federal Program income earned:			\$0.00
R. Federal Program income expended in accordance with the deduction alternative:			\$0.00
S. Federal Program income expended in accordance with the addition alternative:			\$0.00
T. Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U. Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

Trusted sites | Protected Mode: Off | 100%

## Federal Program Income Expended in Accordance with the Addition Alternative

- FTA does not allow this method.
- This field should always be zero.

# FFR – Financial Status – Line T

TEAM-Web ( PRODUCTION Database ) OR-03-0126-00 - Windows Internet Explorer

**Federal Financial Report**

Summary | Financial Status | Remarks and Certification

Line: Transactions:	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period:			\$0.00
B. Federal Cash Receipts :			\$85,000,000.00
C. Federal Cash Disbursements:			\$85,000,000.00
D. Federal Cash on Hand at End of Period:			\$0.00
E. Total Federal Funds Authorized:			\$85,000,000.00
F. Federal Share of Expenditures:	\$0.00	\$85,000,000.00	\$85,000,000.00
G. Recipient Share of Expenditures:	\$0.00	\$67,120,267.00	\$67,120,267.00
H. Total Expenditures:(F+G)	\$0.00	\$152,120,267.00	\$152,120,267.00
I. Federal Share of Unliquidated Obligations:			\$0.00
J. Recipient Share of Unliquidated Obligations:			\$0.00
K. Total Unliquidated Obligations(I+J):			\$0.00
L. Total Federal Share (F+I):			\$85,000,000.00
M. Unobligated Balance of Federal Funds(E-L):			\$0.00
N. Total Recipient Share Required:			\$67,120,267.00
O. Remaining Recipient Share to be provided N-(G+J):			\$0.00
P. Federal Program Income on Hand at Beginning of Period:			\$0.00
Q. Total Federal Program income earned:			\$0.00
R. Federal Program income expended in accordance with the deduction alternative:			\$0.00
S. Federal Program income expended in accordance with the addition alternative:			\$0.00
T. Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U. Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

Trusted sites | Protected Mode: Off | 100%

## Federal Program Income Expended on Allowable Transit Capital and Operating Expenses

- Enter earned Federal program income that the Grantee can spend on transit capital and operating expenses per Common Rule ([49 CFR part 18.25\(g\)\(5\)](#)).

# FFR – Financial Status – Line U

TEAM-Web ( PRODUCTION Database ) OR-03-0126-00 - Windows Internet Explorer

**Federal Financial Report**

Summary | Financial Status | Remarks and Certification

Line: Transactions:	Previous	This Period	Cumulative
A. Federal Cash on Hand at Beginning of Period:			\$0.00
B. Federal Cash Receipts :			\$85,000,000.00
C. Federal Cash Disbursements:			\$85,000,000.00
D. Federal Cash on Hand at End of Period:			\$0.00
E. Total Federal Funds Authorized:			\$85,000,000.00
F. Federal Share of Expenditures:	\$0.00	\$85,000,000.00	\$85,000,000.00
G. Recipient Share of Expenditures:	\$0.00	\$67,120,267.00	\$67,120,267.00
H. Total Expenditures:(F+G)	\$0.00	\$152,120,267.00	\$152,120,267.00
I. Federal Share of Unliquidated Obligations:			\$0.00
J. Recipient Share of Unliquidated Obligations:			\$0.00
K. Total Unliquidated Obligations(I+J):			\$0.00
L. Total Federal Share (F+I):			\$85,000,000.00
M. Unobligated Balance of Federal Funds(E-L):			\$0.00
N. Total Recipient Share Required:			\$67,120,267.00
O. Remaining Recipient Share to be provided N-(G+J):			\$0.00
P. Federal Program Income on Hand at Beginning of Period:			\$0.00
Q. Total Federal Program income earned:			\$0.00
R. Federal Program income expended in accordance with the deduction alternative:			\$0.00
S. Federal Program income expended in accordance with the addition alternative:			\$0.00
T. Federal Program income expended on allowable Transit Capital and Operating expenses:			\$0.00
U. Federal Unexpended Program income (P+Q- R or S or T):			\$0.00

Trusted sites | Protected Mode: Off | 100%

## Unexpended Federal Program Income

- TEAM populates this field.

# FFR – Remarks and Certification Tab

TEAM-Web ( Production Database ) ME-03-0041-00 - Windows Internet Explorer

**Federal Financial Report**

Summary | Financial Status | **Remarks and Certification**

**Recipient Remarks**

*Examples of the recipient remarks: an explanation of why the drawdown was made prematurely or other reasons for the excess cash.*

☐ When this report is submitted to FTA, the submitter and the individuals providing the information submitted to FTA, if any, certify that it is true, complete, and accurate to the best of their knowledge. They are aware that any false, fictitious, or fraudulent information may subject them to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001).

Name: Lori Brann Date: 1/12/2012

**FTA Remarks**

*FTA enters review comment to the Grantee that identifies the errors in FFR or MPR submitted by the Grantee, if any.*

☐ I reviewed the report and any associated review comments are documented in the FTA remarks field.

Name: Date:

The “paperclip” icon is a useful tool that allows the Grantee to attach a separate document in TEAM in case the FFR information is lengthy.

The “Recipient Remarks” section allows the Grantee to provide comments, explanations or information for FTA.

The name of the TEAM user and the date of the last data entry (report submission) is automatically populated.

“FTA Remarks” section allows the FTA reviewer to provide comments.



# Milestone/Progress Report (MPR)

TEAM-Web ( Production Database ) - Windows Internet Explorer

https://ftateamweb.fta.dot.gov/teamweb/TeamMain.asp?dbname=Proc Federal Transit Administratio... Bing

File Edit View Favorites Tools Help

Convert Select

Favorites Google Welcome To FTAnet TEAM sign-in notification The Federal Transit Administ... Sign In

TEAM-Web ( Production Database )

Main Menu - (Home)

- Recipients
- Applications
  - Create New Project
  - Copy Project
  - Assign Project Number
  - Application Reviewer
  - Submit Application
  - Create Amendment
  - View/Print
- Modify Application
- Review and Approval
- Execution
- Project Management
  - Federal Financial Report
  - Milestones/Progress**
  - Remove Project Budget
  - Project Funds/Status
  - New CloseOut Process
  - Project Info
- Funds Control
- Funding Adjustments
- TEAM Administration
- Dynamic Query
- Charter Registration

**Project Query Results**

Project Number	Description	Rev.
OR-03-0125-01	FY07 5309NS Portland Streetcar Loop Proj	0
OR-03-0126-00	FFGA Milwaukie Light Rail Project	0
OR-04-0033-01	12 5309 BLIV- Construct Admin Bldg	0
OR-04-0037-02	11-12 SGR Purchase 14 Repl Buses	0
OR-04-0040-00	FY11 Section 5309 Veterans Transpor	0
OR-05-0014-02	12 5309FG Rail Preventive Maintenance	0
OR-12-X001-01		0
OR-26-0004-01		0
OR-26-0005-00		0
OR-26-7001-04		1
OR-26-8002-03		0

**Project Details**

Project Number: OR-03-0126-00 FY2012

Application Type: Electronic

Cost Center: 790-00

Submitted: 4/9/2012

Awarded: 5/22/2012

Executed: 5/23/2012

FTA Amount: \$85,000,000.00

Total Elig. Cost: \$152,120,267.00

Recipient: 1728 - TRI-COUNTY METROPOLITAN TRANSPORTATION

27 record(s) retrieved. Project to select: OR-04-0033-01

Trusted sites | Protected Mode: Off

100%

Step 1. Click on the grant that you want to work on.

Step 2. Click on "Milestone/Progress".

# Milestone Status – Summary Tab

TEAM-Web ( Production Database ) OR-03-0126-00 - Windows Internet Explorer

**Milestones Status Report**

Summary | Milestone Status

☐ Work In Progress ☐ Submit Report

Recipient: 1728 TRI-COUNTY METROPOLITAN TRANSPORTATION DISTRICT OF OR

Project: OR-03-0126-00 FFGA Milwaukie Light Rail Project

Amendment:

Period: FY2012, 3rd Quarter Paper Award? ☐ Yes ☐ No Pre-Award Authority? ☐ Yes ☐ No

☒ Quarterly ☐ Monthly ☐ Other Initial Submission: 7/27/2012

Final Report? No, Not Final Report Last Update: 7/27/2012

Report Status: MS/P Report Submitted; FFR Submitted

Project Status: Active Amendment

**Project Status Overview**

See (1) attachment under Milestone Progress, submitted 07-10-12 pc

Trusted sites | Protected Mode: Off 100%

Always click on “Work in Progress” before exiting this tab to save your work!

Select the reporting period to update (or to view).

**IMPORTANT:**  
Select “FY.... 4<sup>th</sup> Quarter” if you are preparing an **ANNUAL** report.

This would be “No” unless you are preparing the final report for grant close-out.

The Grantee enters status overview here, with the most recent reporting period first (on top). If this gets too lengthy, you may attach the narrative in a Word document using the “paperclip” icon located at the top of this screen.

# Milestones Status – Common Issues

TEAM-Web ( PRODUCTION Database ) CT-90-X447-00 - Windows Internet Explorer

**Milestones Status Report**

Summary **Milestone Status**

Scope-ALI	Seq No	Milestone Description	Orig. Est. Comp. Date	Rev. Est. Comp. Date	# Rev	Actual Comp. Date
11300-113207	1	RFP/IFB Issued	6/1/2009		0	
	2	Contract Award	7/31/2009		0	
	3	Contract Complete	11/30/2009		0	
11300-113208	1	RFP/IFB Issued	5/1/2009		0	
	2	Contract Award	6/30/2009		0	
	3	Contract Complete	12/1/2009		0	
11400-113403	1	RFP/IFB Issued	7/1/2009		0	
	2	Contract Award	9/1/2009		0	
	3	Contract Complete	6/1/2010		0	

**Line Item:** 113403 terminal, intermodal (transit)

**FTA Amount:** \$16,000.00 **Total Eligible Cost:** \$20,000.00 **Quantity:** 0

**3rd Party Contractor Code:**

**Milestone Detail Description** **Milestone Progress**

Completion is expected in the spring of 2010 due to weather

Trusted sites | Protected Mode: Off | 121%

Completion Dates are not current!

Missing or Outdated Detail

Milestone Progress Narrative is Missing

# Milestones Status Tab

3rd Party Contractor Code dropdown list displays contractors list for rolling stock purchases

If you selected Rolling Stock vehicle purchases, you must enter a contractor code for those Milestones.

Click on the Milestone and select a contractor from the 3rd Party Contractor Code dropdown list

Click OK to save your Milestone Progress Report

TEAM-Web ( Production Database ) ME-03-0047-00 - Windows Internet Explorer

**Milestones Status Report**

Summary Milestone

Scope-ALI	Seq No	Milestone D	Actual Comp. Date
11100-111203	1	RFP/IFB OUT FOR	2/1/2008
	2	CONTRACT AWAR	2/8/2008
	3	FIRST VEHICLE DE	16/2009
	4	ALL VEHICLES DE	16/2009
	5	CONTRACT COMPI	16/2009
11100-111204	1	RFP/IFB OUT FOR	20/2006
	2	CONTRACT AWAR	20/2006
	3	FIRST VEHICLE DE	24/2007
	4	ALL VEHICLES DE	24/2007

Line Item: 111203 buy repla

FTA Amount: \$400,000.00

3<sup>rd</sup> Party Contractor Code: Grummen Allied Industries

Milestone Detail Description

Milestone Progress

4/15/09 waiting for approved equals, etc.  
Purchase Order should go to

# Milestone/Progress Report - Content

Per [FTA Circular 5010.1D, Chapter III](#),  
**Milestone/Progress (MS/P) Reports must include:**

1. Current status of each open ALI within the active/executed grant.
2. A narrative description of projects, status, problems in implementation.
3. Revised estimated completion dates when original estimated completion dates are not met.
4. Explanation of why scheduled milestones or completion dates were not met.

# Milestone/Progress Report - Content

(continued)

5. Actual Milestones Completion Dates.
6. Revised Estimated Completion Dates with:
  - Explain WHY
  - Identify WHAT are problem areas
  - Narrate HOW the problems will be solved

# Milestone/Progress Report - Content

(continued)

7. Analysis of significant project cost variances using quantitative measures. For example,
  - Hours worked
  - Sections completed
  - Units delivered
  - Discussion of completion and acceptance of equipment
  - Construction or other work, with incurred costs and cost to complete the project



# Milestone/Progress Report - Content

(continued)

8. Outstanding claims **over** \$100,000, and all claims settled with a brief description, estimated costs and the reasons for the claims.
9. Description of all potential and executed change orders **over** \$100,000, pending or settled.

# Milestone/Progress Report - Content

(continued)

10. List of all real property acquisition actions including

- just compensation
- property(s) under litigation
- administrative settlements
- condemnation for each parcel during the reporting period

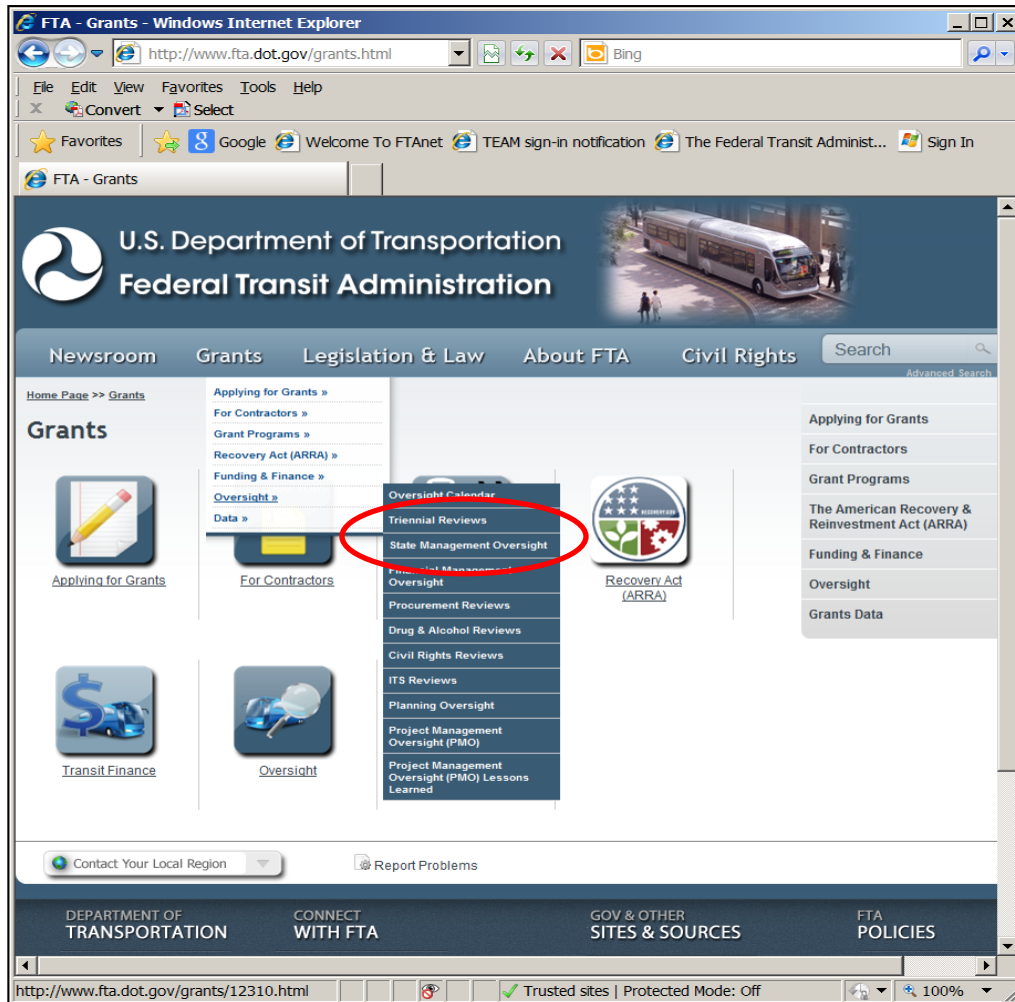
# RESOURCES

- [FTA Circular 5010.1D](#) – Grant Management Requirements

The left screenshot shows the Federal Transit Administration homepage. A red circle highlights the 'Circulars & Guidance' link in the navigation menu. The right screenshot shows the 'FTA Circulars' page. A red circle highlights the 'C 5010.1D' entry in the table, which is titled 'Grant Management Requirements'.

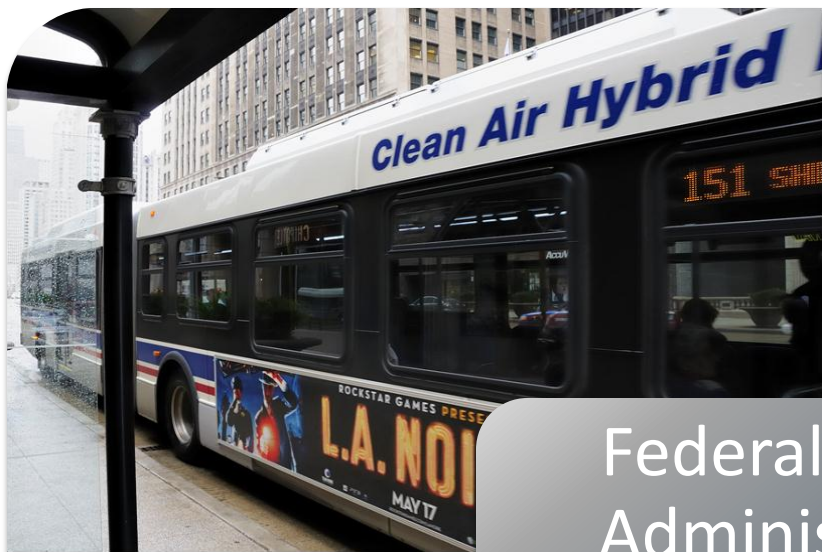
CIRCULAR	TOPIC	DATE	TITLE
C 4702.1B	Civil Rights	10-01-12	<a href="#">Title VI Requirements and Guidelines for Federal Transit Administration Recipients</a>
C 4703.1	Environmental Review/Civil Rights	08-15-12	<a href="#">Environmental Justice Policy Guidance For Federal Transit Administration Recipients</a>
C 6100.1D	Technology Development and Deployment	05-01-11	<a href="#">Research, Technical Assistance, and Training Programs: Application Instructions and Program Management Guidelines</a>
C 9030.1D	Capital Facilities and Formula Grant Programs	05-01-10	<a href="#">Urbanized Area Formula Program: Program Guidance and Application Instructions</a>
C 9300.1B	Capital Facilities and Formula Grant Programs	11-01-08	<a href="#">Capital Investment Program Guidance and Application Instructions</a>
C 4220.1F	Procurement	11-01-08	<a href="#">Third Party Contracting Guidance</a>
C 5010.1D	Grants Management - General	11-01-08	<a href="#">Grant Management Requirements</a>
C 8100.1C	Planning	09-01-08	<a href="#">Program Guidance for Metropolitan Planning and State Planning and Research Program Grants</a>
	Safety and Security for		<a href="#">Safety and Security Management Guidance for Major Capital</a>

# RESOURCES FOR A TEAM Grant



Information contained in the Triennial Reviews and State Management Reviews tabs also offer helpful grant management guidelines.





Federal Transit  
Administration  
[www.fta.dot.gov](http://www.fta.dot.gov)



QUESTIONS? COMMENTS? PROBLEMS?



**FTA Region 10 Office**

**Phone: 206-220-7954**

**FAX: 206-220-7959**

**[fta.tro10mail@dot.gov](mailto:fta.tro10mail@dot.gov)**

**or**

the FTA contact person for your  
organization